



TOWN OF BROOKFIELD
100 Pocono Road
Brookfield, CT 06804

JOB OPPORTUNITY

Recruiter/Contact: Fern Smenyak, Director of Human Resources
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Posting Date: June 29, 2016

Job Title/Dept: Community Development Specialist – Full Time or Part Time, Non-Union

Salary: Based on Experience

Closing Date: Until Position Filled

Responsibilities & Description of Duties

Responsible for complex professional planning work that involves directing development and implementation of comprehensive plans for the development of Brookfield including action items in the 2015 POCD. Plan, organize, and direct activities associated with implementation of current development and design standards such as zoning and subdivision regulations, and coordinating related requirements. Gathers and analyzes research data and prepares written and oral reports for the boards and commissions and the board of Selectmen and the general public. Assists the public with the Land Use Commissions' application and approval processes and administrative approvals for planning and zoning. Assists town officials and the public with information and interpretation of local land use regulations, ordinances and policies that are relevant to existing and new state and federal laws and requirements. Serve as advisor and technical assistant to the Planning Commission, the Board of Selectmen, Economic Development, Zoning Commission in land use matters as well as other land use commissions and staff as necessary. Attend Land Use Commission meetings as necessary. Maintain a current inventory of affordable and incentive housing in Brookfield and compile information for State recording. Assist in submitting and creating any needed documentation for State applications for various zone changes or moratoriums. Assist with the rewriting of the Zoning regulations and other documents as required by the Zoning and Planning Commissions. Assists with budget preparation for the Land Use Department. Completes grant applications that will advance the programs, strategies and capital demands of the Land Use Department. Have an understanding of and experience with CT affordable and incentive housing statutes. Join the Western Connecticut Economic Development Alliance (WCEDA) and represent Brookfield's interests on regional economic development affairs and policymaking. Provide information and make presentations to boards, commissions, civic groups, businesses, individuals and the general public on economic and community development issues, programs, services and plans. Regularly provide content to the Town's webmaster of BrookfieldEDC.org, Brookfield's website designed to promote economic development.

Education, Experience and Training

A minimum of three (3) years of progressively responsible professional experience in municipal government in applying and interpreting local, state and federal regulations. American Institute of Certified Planners (AICP) certification or an advanced degree in Municipal Management or Public Administration and knowledge of View Permit is preferred.

An understanding of and experience with CT affordable and incentive housing statutes.



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Knowledge, Abilities, and Skills

Knowledge of Connecticut state statutes as they pertain to planning, zoning, subdivision, and development related matters. Must be able to analyze and diagnose problems as well as research and interpret codes, regulations, standards, plans and specs.

Negotiation, arbitration and conflict resolution skills are essential to balance needs of both internal and external customers.

Knowledge and understanding of data and analysis requirements pertaining to subdivision plans, site plans, rezoning proposals, code amendments, demographics, mapping, land use plans and studies.

Knowledge of GIS functions. Ability to manage and direct long range and current planning functions.

Provide oral and written communication, public speaking and presentation skills.

Establish and maintain effective relationships with superiors, elected and appointed officials, employees and the public.

Ability to work with various types of material and equipment such as paper records, view permit (computerized permitting system), approved plans and specs, print media, engineering and architectural standard references, survey site, building and area maps.

Attend evening Board and Commission meetings as necessary.

Certificates And Licenses Required

A valid Connecticut motor vehicle driver's license and the ability to maintain a satisfactory driving record required. Certification by the American Institute of Certified Planners preferred.